

Equipment

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VOLUME II

Files  
Transferred

Records  
Retired

Material  
Destroyed

FILE CLEANUP CAMPAIGN

MANAGEMENT

TOOLS

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700270009-5  
A Management Staff  
classification

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FILE CLEANUP CAMPAIGN

The Director has asked all Headquarters personnel to review the material in every inch of every file in the headquarters offices in a concentrated File Cleanup Campaign aimed to:

1. Destroy obsolete non-record material.
2. Retire inactive records to the Records Center.
3. Relocate unclassified material in more economical equipment.
4. Salvage excess office equipment.

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Growing office files are a common problem <sup>IN</sup> with all Government agencies despite active records management and records retirement programs. The problem is equally common in private industry. Both Government and industry ~~found~~ <sup>find</sup> that additional action by all employees is needed to reduce office files.

Back in 1956 the Department of Commerce emptied more than 4,000 filing cabinets during a one-month cleanup campaign. ~~Spring 1958~~ <sup>IN</sup>, in a repeat campaign, they emptied 1,000 more. In addition to the \$,000 regular cabinets returned to stock almost 700 safes were salvaged for future use. A neat half million dollars was saved by these campaigns.

Industry too has used the cleanup campaign technique successfully. Mutual of New York's 1,600 employees pitch in about every two years for a "top to bottom" housecleaning of the 25-story building on Broadway. In similar cleanup campaigns Florida Power and Light Co. "saved about \$100,000," Boston and Main Railroad "junked over 1,000 tons of useless records," and American Cyanamid "recovered 15,000 square feet of storage space."

Here at home, <sup>in August 1958</sup>, one of our offices conducted a file cleanup campaign to add impetus to its Records Management Program. Some 870 file drawers of various types of office equipment were emptied, thus releasing equipment valued at about \$19,000.

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~~11. The safes containing about \$400 and office equipment at a private, local office were~~  
~~lost from a storage file machine.~~

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The Director announced plans for the headquarters File Cleanup Campaign at his Senior Staff Meeting. He inaugurated the Campaign with a memorandum to all headquarters personnel.

The Director asked each Operating Official to organize and conduct an official File Cleanup Campaign in his component. An official Office Notice will launch each component's Campaign.

Individual Offices may appoint Campaign leaders to serve the dual role of:

- (1) Promoting the File Cleanup Campaign locally, and
- (2) Providing liaison with the component's Records Officer.

The Director asked Management Staff to coordinate the campaign and report to him on the results.

Essentially, the File Cleanup Campaign will emphasize use of the Agency's existing Records Disposition Program and will help familiarize office personnel with the principles of records management and the work of their component's Records Officer.

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The aim of the File Cleanup Campaign is a headquarters-wide review of the material in every inch of every cabinet, safe, vault, bookcase, or other storage area in a concerted effort to:

1. Remove personal<sup>or</sup> non-official material from filing equipment.
2. Destroy material of no further value.
3. Relocate in less expensive equipment active files and materials not requiring storage in safes.
4. Retire inactive records to the Records Center.
5. Return unneeded equipment to stock or transfer it to other offices where needed.
6. Gain critically needed office space.

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CAMPAIGN BENEFITS

From a long range and continuing basis, the campaign will:

1. Develop "records consciousness" among our employees.
2. Familiarize personnel with correct records management practices.
3. Increase office application of Records Control Schedules.
4. Acquaint staff officers and supervisors with the technical assistance available from their component Records Officers and the Agency's Records Management Staff.
5. Reduce the number of files kept in the office and keep these holdings within proper bounds through the continuing practice of good records keeping habits.

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## DESTRUCTION POLICY

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PUBLIC LAWS require that certain Government records be preserved; however, the laws also authorize destruction of certain obsolete non-record materials.

*Specify that certain*  
SECURITY REGULATIONS stipulate the methods for destroying classified material and the records of destruction that must be maintained.

*be known*  
*prescribe this*  
*be kept concerning certain material*  
Because of these legal and security requirements, the Agency has established specific standards for its RECORDS DISPOSITION PROGRAM.

For this Program, headquarters files have been inventoried and described in each Office's RECORDS CONTROL SCHEDULES.

These Records Schedules list in detail all the records and specifically state "WHAT, WHEN, WHERE, AND HOW" the Office can dispose of each set of its records.

Use your Office's RECORDS CONTROL SCHEDULE during the Campaign for a successful File Cleanup, and then continue to use it as a paperwork control in your Office.



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*is a list of these*  
Here ~~are a few~~ items that in all probability can be destroyed to release needed, costly file space. Naturally your ~~action on these items~~ <sup>disposition of such</sup> will be governed by your office needs, and Records Control Schedule. *rather*

1. Obsolete office telephone directories.
2. Other government agency telephone directories prior to 1958.
3. City telephone directories and yellow pages prior to 1958.
4. ~~Agency and other office employee~~ circulars and newsletters of transitory value.
5. Circulars, announcements, and advertisements of events long past.
6. Lists and tables subsequently superseded.
7. Obsolete and rescinded administrative and regulatory issuances.  
*(see Regulations indicating list of current material)*
8. Obsolete stock catalogues.
9. Unused publications from <sup>govt.</sup> other agencies.

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10. <sup>Deleted</sup> U.S. Government Organization Manual, ~~prior to 1958-59 issue.~~
11. <sup>used copies of</sup> GSA stores stock catalogue, ~~prior to September 1958 issue.~~
12. U.S. General Accounting Office salary tables prior to No. 39.
13. Congressional Directories <sup>OF PREVIOUS CONGRESSES</sup> ~~prior to 1958.~~
14. Congressional Records (~~except tear sheets~~) prior to current session.
15. Congressional Records Summaries.
16. Federal Registers (~~except tear sheets~~).
17. Unneeded copies of legislative hearings.
18. Information copies of cables, telegrams, dispatches, and memorandums not part of official files.
19. Rough drafts and working notes for reports and staff papers since completed and approved.

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20. Chronological or reading files more than 2 years old.
21. Newspapers, magazines, and clippings no longer used or needed.
22. Press notices and releases.
23. Extra or stock copies of documents and publications no longer needed for distribution.
24. Stenographic notebooks from which notes have been transcribed.
25. Used hectographs, stencils, and multilith mats over one year old.
26. Publicity and literature used for past charity drives and so forth.
27. Obsolete railroad, plane, and ship timetables.
28. Old price lists and catalogues.
29. World Almanacs prior to <sup>last year's</sup> ~~1958~~ issue.
30. Obsolete blank forms. (ACK FORMS MET BRANCH FOR LIST)

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OTHER CLEANUP HINTS

Here are a few items you might have finished using and can return for use by others or for official disposition. Before you arrive with any large volume of returned material, consider the recipient, call him and find out if he can accept delivery. } Helen

1. Books and other reference material BEARING A LIBRARY NUMBER and which are not being used currently.
2. Unneeded reference materials gathered for projects now completed.
3. Excess office supplies.
4. Broken or excess office furniture and office equipment.
5. Several duplicate sets of Regulations in one office.

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*Files* { Here are ~~some~~ <sup>some</sup> standard record keeping practices that might give you an ~~idea~~ idea for some really deep and penetrating file cleaning.

1. Follow the example of some 180 other offices. Standardize your files according to the Subject Numeric System as set forth in the official "Handbook for Subject Filing." Your Records Officer or Records Management Staff will help in making the changeover.
2. Start a new block of files every year, to facilitate periodic retirement of records.
3. Review and up date your Records Control Schedules.
4. Install controls over the creation of records by reviewing distribution lists, studying office use of forms and reports, improving correspondence techniques, and reducing the number of memos and carbon copies made. Several specific ways to improve correspondence, forms, and reports to save file and office space are listed in the booklet "So you Have a Space Problem" (Volume I, Management Tools).

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*are being asked*  
The Director has asked all headquarters personnel to participate in this File Cleanup Campaign.

*Each employee will report on his own cleanup to conduct in his desk and files.*  
*Each employee will report on his personal campaign to his supervisor.*

Each office will report on its campaign to its Operating Official.

Each component will report on its campaign to the Chief, Records Management.

A full report and evaluation will be submitted to the Director by Management Staff.

*help for a successful campaign.*  
Your active support and participation are needed ~~and expected.~~

Please don't file this booklet.  
Use it and pass it on for more use.

(P.S. One final idea for cleaning files--

One month after the close of the Campaign, destroy all Campaign Report Forms and Statistical Work Papers.)

On the last day of Campaign, destroy all Campaign promotional material.

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Published by the Records Management Staff  
for use during the headquarters-wide File  
Cleanup Campaign and as a continuing office  
guide to good records management after the  
Campaign.

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